# **PERSON SPECIFICATION: Youth Justice Service Assistant Team Manager POST REFERENCE: SR-103513**

**Hartlepool Borough Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. If this post is subject to safer recruitment measures then a disclosure and barring service (dbs) check will be required.**

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| REQUIREMENTS | ESSENTIAL CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| **Educational/vocational/ occupational qualifications and/or training****Specific qualifications (or equivalents)** | Relevant professional qualification in Social work, Probation, Education, Health, Youth Service or Police (F) (I)Significant post-qualification experience and knowledge of Case Management, preferably within a multi-agency arena. (F) (I)Understanding of Effective Practice (F) (I) | Significant experience of working in YJS, co-ordinating multi- agency work (F) (I)Evidence of ongoing Continuous Professional Development (F) (I)Experience within a supervisory or managerial role/Management Qualification (F)Experience of undertaking Quality Assurance and contributing to practice improvement, both individually with staff and organisationally (F) (I) |
| **Work or other relevant experience** | Previous experience of managing or co-ordinating staff to achieve specific outcomes/projects (F) (I)Understanding of performance management and National Standards in relation to case management. (I)Good standard of report-writing (F) (I)Ability to undertake high quality assessments of Young people and their families, including risk and safeguarding. (F) (I) | Knowledge of statutory and voluntary sector children and family providers. (F) (I)Knowledge or experience of Inspection frameworks (F) (I)Experience of work with victims and/or communities, as well as knowledge of Restorative Justice approaches within case management |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

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| **Skills, abilities, knowledge and competencies** | Ability to use Information Technology & software programmes and to interpret data from case management systems (F) (I)Awareness of social inclusion agenda, including local initiatives and strategies to improve outcomes for families and communities. (F) (I)Experience of multi-agency/multi-disciplinary working and ability to work with and influence other agencies (F) (I) | Experience of working within the Court arena (F) (I)Knowledge of relevant Criminal Justice and Safeguarding legislation (F) (I) |
| **General competencies** | Ability to work flexibly and undertake simultaneous work streams. (F) (I)Willingness to work outside ‘normal’ office hours (F) (I)Ability to work as part of a team or independently (F) (I)Ability to meet deadlines and work under pressure (F) (I)Excellent verbal and written communication skills (F) (I)Full driving licence and access to own transport (F) |  |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.